



MEETING - AGENDA -

Ngā Take

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Western Bay of Plenty
District Council

TE PUKE COMMUNITY BOARD

Poari Hapori



TP16

Thursday, 18 October 2018

Te Puke Library and Service Centre

7.00pm

Notice of Meeting No TP16

Te Puke Community Board Poari Hapori

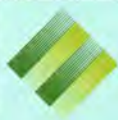
Thursday, 18 October 2018
Te Puke Library and Service Centre
7.00pm

Members:

P Miller (Chairperson)
B Button (Deputy Chairperson)
J Dugmore
R Spratt
Councillor G Dally
Councillor J Scrimgeour

Media
Staff
Miriam Taris

Chief Executive Officer
Western Bay of Plenty District Council



Western Bay of Plenty
District Council

Te Kaunihera a rohe mai i nga Kuri-a-Whare ki Otamarakau ki te Uru

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Te Puke Community Board

Role and Purpose of Community Boards

- To represent, and act as an advocate for, the interests of their communities
- To consider and report on all matters referred by Council and its Committees, or any matter of interest or concern to the community board
- To maintain an overview of services provided by Council within the community
- To prepare an annual submission to the Council for expenditure within the community
- To communicate with community organisations and special interest groups within the community
- To undertake responsibilities as delegated by Council or its Committees

Delegated Functions

Subject to compliance with Council strategies, policies, plans and legislation:

- To maintain an overview of road works, water supply, sewage, stormwater, parks, recreational facilities, community activities and traffic management within the community and make recommendations to Council and its Committees in accordance with their delegated functions
- To report and make recommendations to Council and its Committees in accordance with their delegated functions on issues facing respective communities to promote public participation and communication within respective communities
- To undertake tasks, powers and functions as may be delegated by Council or its Committees in accordance with their delegated functions from time to time
- To control, expend and monitor funds as allocated by Council
- To allocate Community Board reserve funds to specific capital non-recurring projects for council assets on council land

Or

In accordance with allocations which have been approved through the annual plan process:

- To have input into Council and its Committees on issues and plans affecting the respective communities
- To provide an effective mechanism for community feedback to Council
- To receive reports from Council appointees on Council matters relevant to the Community Boards

Agenda for Meeting No. TP16

Pages

**Present
In Attendance
Apologies**

Public Forum (If Required)

A period of up to 30 minutes is set aside for a public forum. Members of the public may attend to address the Board for up to three minutes on items that fall within the delegations of the Board provided the matters are not subject to legal proceedings, or to a process providing for the hearing of submissions. Speakers may be questioned through the Chairperson by members, but questions must be confined to obtaining information or clarification on matters raised by the speaker. The Chairperson has discretion in regard to time extensions.

Such presentations do not form part of the formal business of the meeting, a brief record will be kept of matters raised during any public forum section of the meeting with matters for action to be referred through the customer contact centre request system, while those requiring further investigation will be referred to the Chief Executive.

Recommendation

THAT the meeting adjourn for the purpose of holding a public forum.

TP16.1 **Minutes of Meeting No. TP15 of The Te Puke Community Board Held on 6 September 2018** 7-17

A copy of minutes is attached.

Recommendation

THAT the Minutes from meeting no. TP15 of the Te Puke Community Board held on 6 September 2018 as circulated with the agenda, be confirmed as a true and correct record.

TP16.2 **Chairperson's Report** 18-20

Attached is a report from the Chairperson dated 4 October 2018.

TP16.3	Councillor's Report	21-25
	Attached is a report from Councillor Dally dated 4 October 2018.	
TP16.4	Community Matching Fund - 2018 Successful Recipients	26-28
	Attached is an information report from the Community Relationship Advisor dated 19 September 2018.	
TP16.5	Community Board Grant Application - October 2018	29-30
	Attached is a report from the Democracy Advisor dated 1 October 2018.	
TP16.6	Update to Community Boards on Upcoming Speed Limits Bylaw and Traffic and Parking Enforcement Bylaw Reviews	31
	Attached is a memorandum from the Roading Engineer (East/West) and the Policy and Planning Manager dated 25 September 2018.	
TP16.7	Infrastructure Services Report Te Puke - October 2018	32-51
	Attached is a report from the Deputy Chief Executive dated 3 October 2018.	
TP16.8	Financial Report Te Puke - August 2018	52-54
	Attached is a report from the Management Accountant dated 20 September 2018.	
TP16.9	Draft Annual Budget - October 2018	55-56
	Attached is a report from the Democracy Advisor dated 19 September 2018.	

Attached is a schedule of meetings for the months of October, November and December 2018.

Recommendation

THAT the schedule of meetings for October, November and December 2018 be received.

Local Government Official Information and Meetings Act

Exclusion of the Public

Schedule 2A

Resolved: /

THAT the public be excluded from the following part of this meeting namely:

- *Minutes of Te Puke Community Board Meeting TP15 (Closed)*

The general subject to each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<i>General subject of each matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Section 48(1) for the passing of this resolution</i>
<i>Minutes of Closed Minutes TP15 – 6 September 2018</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>For reasons previously stated on the relevant minutes.</i>

Western Bay of Plenty District Council

**Minutes of Meeting No. TP15 of the
Te Puke Community Board held on 6 September 2018
at the Te Puke Library and Service Centre
commencing at 7.00pm**

Present

Members P Miller (Chairperson), B Button (Deputy Chairperson), J Dugmore and R Spratt, and Councillors G Dally and J Scrimgeour

In Attendance

E Holtsbaum (Group Manager Technology, Customer and Community Services), S Harvey (Roading Engineer (East/West)) and A Alty (Democracy Advisor)

Others

Two members of the public and one member of the press.

Public Forum

Resolved: Members Button / Spratt

THAT the meeting adjourn for the purpose of holding a public forum.

The Chairperson clarified the protocols relating to the Public Forum section of the meeting as set out in the Standing Orders for the Te Puke Community Board. He invited attending members of the public to take part in the Public Forum

My Story - Book Launch

Karyl Gunn-Thomas spoke to the Board about the book that she had written called My Story, which was the story of her personal journey lasting 55 years outlining how she had been inspired to write her story, and now she wanted her story to inspire others. The book had taken her a year to put together and would be launched on 27 September 2018. Karyl stressed, that if by telling her story she helped just one person she would have achieved what she wanted. The book would not be available through general bookshop sales, but would be available through referral from health professionals and counsellors with advice about the story and would have an associated health card included for the purchaser.

Karyl Gunn-Thomas said that she had been inspired to write the book and she hoped that her story would inspire others to positively deal with issues relating to varying aspects of family harm.

Board members congratulated Karyl Gunn-Thomas on her book and thanked her for her presentation.

New Zealand National Geographic

Karyl Gunn-Thomas advised the Board of an article in the September/October edition of New Zealand National Geographic Magazine that featured various aspects of Te Puke life.

Resolved: Councillor Scrimgeour / Member Spratt

THAT the meeting be re-convened in formal session at 7.16pm.

The Chairperson advised that the meeting was now under formal process and members of the public were most welcome to stay but may not interject or speak to Board members during the course of the formal meeting.

TP15.1 Minutes of Meeting No. TP14 of The Te Puke Community Board Held on 26 July 2018

The Board considered the minutes no. TP14 of the Te Puke Community Board for the meeting held on 26 July 2018 as circulated with the agenda.

Resolved: Member Button/ Councillor Scrimgeour

THAT the minutes from meeting no. TP14 of the Te Puke Community Board held on 26 July 2018 as circulated with the agenda, be confirmed as a true and correct record.

TP15.2 Chairpersons Report

The Board considered a report from the Chairperson dated 21 August 2018 as circulated with the agenda.

TP15.2.1 Palmer Place Parking

At the last Community Board meeting, the Board was advised of an initial cost estimate of \$10,000 to \$12,000 for requested work in Palmer Place. The Board indicated that that in their view this price was exorbitant and requested that an alternative quote for the work be sought.

The Roading Engineer (East/West) advised that while WestLink do not provide alternate quotes for works of such small scale he had received a revised price for the proposed work at \$6,300.00.

While the Board was happy to receive the amended price, there was concern in the variance of cost between the first and second price given from Westlink.

The Roading Engineer (East/West) explained that the first price had included the possibility of power cable reinstatement, and it had been established that this would not be required, resulting in the second reduced job cost price being submitted.

Resolved: Members Button / Spratt

THAT the Te Puke Community Board accept the reviewed quoted price of \$6,300 for the tree and bark garden in Palmer Place to be removed and the parking space they current occupy reinstated as such, funded from the Te Puke Community Board Roading Account.

TP15.2.2 **Annual Parking and Bylaw Review**

The Board would again include a request for consideration of a bylaw to be enacted to prohibit the parking of heavy vehicles in urban Te Puke in the forthcoming Annual Parking and Bylaw Review to be presented at the next Board meeting. This problem was still a concern in Te Puke and was a serious safety issue particularly around Dunlop Road and Raymond Avenue.

TP15.2.3 **Park Bench Renovations**

The first of the renovated park benches had been installed on Cannell Farm Road and was already used by residents walking into the central business district.

The Board would give consideration to the placement of the remaining two park benches that were currently being renovated by members of the Te Puke Menz Shed.

TP15.2.4 **Township Footpath Deficit List**

The Board discussed proposed footpath works at their last workshop noting that they were very aware that Te Puke Veterinary Clinic to King Street was a high risk area for pedestrians passing through this very busy commercial area and the feasibility of the installation of a footpath in this vicinity needed to be considered as soon as practicable.

Concern was expressed relating to the waiting time for a footpath to be installed on Station Road. It was explained that the planned rehabilitation of Station Road would be undertaken before the footpath was installed. If the new footpath was installed before the roadworks, the footpath may be damaged in the course of the rehabilitation work and the footpath needed

to be installed after the road realignment and contouring had been completed.

The Board confirmed the following footpath priorities:

Resolved: Members Spratt / Button

THAT the Te Puke Community Board approve the following footpath priorities to be included in the Council minor works programme funded from the Community Roading Budget for completion in the near future as:

1. *Station Road
From Jellicoe Street intersection west to recycling centre (South side)*
2. *Beatty Avenue
From Tui Street to Brown Terrace (West Side) stopping at the cricket oval.*
3. *Washer Road From Station Road to the southern carpark of Eastpack (subject to discussion with Eastpack)*
4. *Te Puke Quarry Road from Te Puke Highway to Eastpack Pack House*
5. *No.1 Road From Te Puke Highway to the Trevelyan's Pack House*
6. *Collins Lane from Te Puke Highway to Eastpack Pack House*
7. *Te Puke Veterinary Clinic to King Street*

And that feasibility and construction estimates for the above works be reported back to the Board.

TP15.2.5

MacLoughlin Drive

At the last Te Puke Community Board meeting the Board highlighted the need for kerb and channel work to be installed on the southern side of MacLoughlin Drive.

The Roading Engineer (East/West) advised that he had requested a quote from Westlink for the design and construction of the requested work.

TP15.2.6

Tactile Paving

The Chairperson advised that he had recently met with the Rehabilitation Instructor from the Blind Institute who had demonstrated the difficulties that blind people had moving about their respective communities. The Chairperson had been shown the tactile paving that had been installed in the recent upgrade of Jellicoe Street at each of the three pedestrian crossings and it was disappointing to see that in the repaving of some areas of Jellicoe Street the directional tactile paving that had been uplifted had not been re-laid when the new pavers went down.

The Board was advised that the Development Engineering Manager has suggested that the directional tactile paving that should be in place on the three pedestrian crossings on Jellicoe Street be installed as part of the main street renovation safety audit to be undertaken in the first quarter of the new year.

The Board requested that the installation of tactile paving on one pathway into the central business district from the Boucher Ave crossing by the Fire Station, down Jocelyn Street to Jellicoe Street be investigated.

It was requested that the Roothing Engineer (East/West) work with the (Blind Foundation) Rehabilitation Instructor to ascertain what was needed for this pathway and to provide a costing for the required work. The Board would consider options for funding the required work when costings were made available.

TP15.2.7

Covers Over Mobility Car Parks

The Chairperson advised that he had been approach with a request to have covers over mobility car parks in Te Puke installed.

The Board would seek a design and costing from the Roothing Engineer (East/West) and further consider the placement of covers for the mobility car parks at their next workshop.

TP15.2.8

Parking Lines Jellicoe Street

With the high volume of traffic movement in and out of the parking spaces in this business precinct the parking lines were fading badly and the old lines were beginning to show through again. This was particularly noticeable on the southern side of Jellicoe Street, between Oxford Street and Jocelyn Street.

The Board was advised that a Service Request had been instigated for this item and the Roothing Engineer (East/West) advised that the Road Marking team would be moving through the Eastern end of the Western Bay of Plenty district in September and the re-marking of the parking lines would be marked at that time.

TP15.2.9

Beatty Avenue Litter

The Chairperson advised that since the last Community Board meeting he had taken the opportunity to visit Beatty Avenue and view the concerns raised and talk with residents and students and also met with the Deputy Principal at Te Puke High School.

The Chairperson noted that he had been advised that rubbish bins had previous been located along this route but due to them being used to dump household residential rubbish they had been removed.

The Board had indicated that they recommended that two rubbish bins be placed on Beatty Avenue funded by the Te Puke Community Board and serviced by the Council Contractor.

At this point in the meeting the Chairperson allowed a Beatty Avenue resident in attendance to speak about his experiences and opinions relating the littering along Beatty Avenue.

The placement of the rubbish bins needs to be re-considered and the Board felt that the design of the rubbish bins needed to more modern with an opening that prohibited household rubbish being placed into the bins.

The Board was advised by the Reserves and Facilities Manager that staff were arranging a quote to supply and install two new rubbish bins along Beatty Avenue.

Resolved: Members Miller / Button

THAT the Te Puke Community Board fund the cost of the supply and installation of two new rubbish bins on Beatty Avenue up to a value of \$1,000.00 each (totalling \$2,000.00) funded from the Te Puke Community Board Reserves Fund subject to discussion between the Chairperson and the Reserves and Facilities Officer and on confirmation of the design and placement of the bins.

TP15.2.10

EPIC Te Puke

The Board received a letter dated 7 August 2018 from Epic Te Puke suggesting that the Board consider sponsorship of the 2018 Treat Trail, a very successful event that the group organised for Halloween afternoon in the Te Puke township area. The Board declined to take up sponsorship of this event but encouraged the group to submit an application for a Community Grant to assist with the traffic management for the event.

The Chairperson advised that he had written a letter of support for EPIC Te Puke to accompany any application this group might make for financial assistance with their annual Christmas parade.

TP15.2.11

Te Puke Emergency Response Plan

The Chairperson advised that the draft Community Response Plan had been signed off at the last meeting of the Emergency Response Plan Committee. The draft of the plan would be presented to the public at a combined community meeting to be held in the Settlers Lounge on Thursday 20 September 2018. The Chairperson extended thanks to all who had contributed to this important community plan.

TP15.2.12

Council Funding for Freedom Camping

The Board was pleased to see Government funding to assist Council to manage freedom camping in the Western Bay district. The Board reiterated that in Te Puke there was freedom camping issues all year around and not just during the summer months. It was noted that some

funding would be used to monitor freedom camping which was very positive. There was a real need to monitor freedom camping in the Commerce Lane carpark which was now an area that was constantly occupied all year round by campers and not just one that arose in the kiwifruit season.

The Board would like to see the rules pertaining to Commerce Lane enforced and at the same time Council investigate the setting up of a Kiwicamp in conjunction with one or more of the post harvest kiwifruit companies.

The Board received advice that staff were currently negotiating an increased level of service for freedom camping monitoring with the Compliance and Monitoring Services Contractor. The increased level of service would include regular patrols of the Commerce Lane carpark, Donovan Park, and would include daily visits by the contractor to areas that had continuing and emerging freedom camping issues. CCTV cameras would be used as a tool to assist with monitoring and the collection of non-compliance evidence.

Once negotiations had been completed, staff would respond to Central Government and confirm the conditions of drawing down the proposed funds prior to initiating the increased level of service.

Resolved: Member Spratt / Councillor Dally

THAT the Chairperson's Report to the Te Puke Community Board for September 2018 be received.

TP15.3

Councillor's Report

The Board considered a report from Councillor Scrimgeour dated 23 August 2018 as circulated with the agenda.

Resolved: Councillor Scrimgeour / Member Spratt

THAT the report from Councillor Scrimgeour dated 23 August 2018 be received.

TP15.4

Community Board Grant Applications - September 2018

The Board considered a report from the Democracy Advisor dated 21 August 2018 as circulated with the agenda.

Te Puke Events and Promotions (EPIC)

The Board considered a Community Board funding application from Te Puke Events and Promotions for \$500.00 to cover the cost of traffic management for their Te Puke Treat Trail to be held on 31 October 2018.

Board members noted that while the event had been very successful last year, traffic management within the township had been chaotic. This year a full traffic management plan was to be implemented.

It was noted that while the concept of the event was not totally supported, the event encouraged family participation and it was important to bring people into the town centre for an enjoyable, family event.

Resolved: Member Spratt / Councillor Scrimgeour

THAT the Te Puke Community Board approve the following grant to be funded from the 2018/2019 Te Puke Community Board Grant Account subject to all accountabilities being met:

Te Puke Events and Promotions Group (EPIC)\$500.00

Karyl Gunn-Thomas

The Board considered a Community Board funding application from Karyl Gunn-Thomas requesting funding for \$2,148.98 for costs associated with the book launch and publication of her "My Story" book launch to be held on 27 September 2018.

While applauding the passion of the author and the publication of the book, Board members advised that the application did not fit the criteria set down for Community Board Grant Funding, and it was felt that it did not meet with the strategic fit of Council and was not of equal benefit to the residents of the community board area.

Resolved: Members Spratt / Button

THAT the Te Puke Community Board decline the Te Puke Community Board Grant Application request from Karyl Gunn-Thomas.

Resolved: Members Button / Spratt

THAT the report from the Democracy Advisor dated 21 August 2018 titled Community Grant Application September 2018 be received.

TP15.5

Infrastructure Services Report Te Puke - September 2018

The Board considered a report from the Deputy Chief Executive dated 20 August 2018 as circulated with the agenda.

TP15.5.1 **Te Puke Recycling Centre Extended Opening Hours Trial**

The Board was pleased to see that the Te Puke Recycling Centre was now operating under the approved extended opening hours.

TP15.5.2 **MacLoughlin Drive - Minute Action Reference TP14 18 4.8**

The Board was pleased to note that a quote for design and construction from Westlink had been requested for the widening of MacLoughlin Drive and the installation of kerb and channel on the southern side of the roadway.

It was reiterated that this road was now a very busy thoroughfare and it was important that traffic speed limits for the roadway were considered in the forthcoming annual speed limit review.

TP15.5.3 **Community Consultation Programme - Minute Action Reference TP14 18 4.9**

The Chairperson advised that at the Community Consultation meeting to be held on Thursday 20 September 2018, the following topics would be highlighted for information and discussion:

- Development of a Community Dog Exercise Area
- Te Puke Stormwater Catchment Management Plan Update
- Waiari Water Scheme Project Update
- Tactile Paving
- Mobility Parking Covers

Resolved: Members Spratt / Button

THAT the Deputy Chief Executive report dated 20 August 2018 and titled Infrastructure Services Report Te Puke - September 2018 be received.

TP15.6 **Financial Report Te Puke - July 2018**

The Board considered a report from the Management Accountant dated 13 August 2018 as circulated with the agenda.

Resolved: Member Button / Councillor Scrimgeour

THAT the Management Accountant's report dated 13 August 2018 and titled Financial Report Te Puke - July 2018 be received.

TP15.7 **Council, Standing Committee and Community Board Meetings**

The Board considered a schedule of meetings for the month of September and October 2018 as circulated with the agenda.

Resolved: Member Spratt / Councillor Dally

THAT the schedule of meetings for September and October 2018 be received.

Local Government Official Information and Meetings Act

Exclusion of the Public

Schedule 2A

Resolved: Member Spratt / Councillor Scrimgeour

THAT the public be excluded from the following part of this meeting namely:

- *Commerce Lane Toilet CCTV Camera Upgrade*

The general subject to each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<i>General subject of each matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Section 48(1) for the passing of this resolution</i>
<i>Commerce Lane Toilet CCTV Camera Upgrade - In Confidence</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>To enable the Council to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>

Transferred to Open Business

TP15.8 **Commerce Lane Toilet CCTV Camera Upgrade**

Resolved: Member Spratt / Councillor Dally

1. *THAT the Reserves and Facilities Officer East's report dated 17 August 2018 and titled Commerce Lane Toilet CCTV Camera Upgrade be received.*

2. *THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*
3. *THAT the Board approves the upgrade and two new CCTV cameras for the Commerce Lane carpark area as follows;*
 - a) *New Hikvision 2MP DarkFighter PTZ (\$5,457.76 plus GST)*
 - b) *Additional New 5MP Turret Camera (\$420.00 plus GST)*
 - c) *Additional New Hikvision 2MP DarkFighter PTZ (\$5,995.59 plus GST)*
4. *THAT if approved, the upgrade and new cameras be funded from the Te Puke Community Board Reserves Account.*
5. *THAT the recommendation be transferred into the Open Section of the Te Puke Community Board meeting held on 6 September 2018 forthwith.*

Western Bay of Plenty District Council

Te Puke Community Board

Chairperson's Report – October 2018

1. Operational Matters – Projects Pending or in Progress

1.1 Annual Parking and Bylaw Review

The Board would like to recommend to Council once again, that it consider a bylaw to prohibit the parking of heavy vehicles in urban Te Puke. This problem is still a concern and as the Board has indicated in the past this is a serious safety issue particularly around Dunlop Road and Raymond Avenue.

Staff Advice:

The Roading Engineer has advised that if a truck is parked inappropriately, the parking warden can issue an infringement notice. A by-law is not required for this process.

1.2 Park Bench Renovations

Two more benches have now been restored by the Te Puke Menz Shed and in consultation with Reserves Staff will be placed in the Memorial Plaza at the War Memorial Hall. A further two benches will be taken from the plaza for refurbishment and will then go back to that location.

1.3 Street Flags

A further order of 30 flags will be made in the very near future. This will include Christmas Parade and Easter flags for EPIC Te Puke together with the usual Christmas order for the Board. The Board is very appreciative of the support it will receive from Te Puke Rotary in respect to this project. The Board Chair will approach Te Puke RSA regarding Armistice Day commemoration flags.

1.4 Proposed Concept for a Dog Park

The Board has been made aware that Council is currently investigating the concept of dog parks in the Western Bay District and will wait to hear the result of this investigation before pursuing this commendable idea. The Chair will write to Jo Reid and Tracy Burt who presented on this concept at the July meeting of the Community Board to inform them as to where we are with this idea that they put to the Board.

1.5 **Beattie Avenue Litter**

The Board Chair met with Council Staff and Keith Govan in Beattie Avenue and confirmed the siting of two rubbish tins for this street. They will be in use for a trial period to ascertain their usage. The Board Chair and Reserves Staff are conferring on the design of the two bins.

Peter/Sue any comment

2. **Community Issues**

2.1. **Tactile Paving**

The Board Chair has now had further communication with the Rehabilitation Instructor from the Blind Foundation and she has provided the Board with statistics regarding our visually impaired residents. It does seem that the figures would justify a tactile paving pathway into our CBD from the Jocelyn Street/Boucher Avenue intersection near the fire station. I would suggest that the appropriate Council staff work with the Board and the Rehabilitation Instructor to ascertain what is needed for this pathway and to cost it out. The Community Board confirmed at its last workshop that it supports this community project which depending on the cost could be done in at least two stages.

Staff Advice:

The Roading Engineer has advised that he was happy to work with the Board on this. The project can be added to the roading account programme of works

2.2 **Parking Lines Jellicoe Street**

With the high volume of traffic movement in and out of the parking spaces in this business precinct the parking lines are fading badly and the old lines are beginning to show through again particularly on rainy days. The markings on the southern side of Jellicoe Street, between Oxford Street and Jocelyn Street are in the poorest condition. I have been assured that the remarking is underway.

2.3 **Community Celebration**

Our congratulations to Member Spratt and his team comprising of Sue Mathews and Diane Leach who organized a very successful community function for Des and Shirley McGregor to celebrate the 56 Years of service they have given to the Te Puke business community. Shirley has also served on the Te Puke Community Board.

2.4 **Speed Limit 2018 Review**

I have now had an opportunity to meet with kaumatua of the Manoeka community regarding the speed limit through their village. They would like to see the speed limit through their community lowered to 50kms from the Te Puke Quarry Road through to the Straun Orchard at 293 Manoeka Road. The "be aware of children" signs also need to be reinstated. The Board supports this request and ask for it be added to the 2018 Speed Limit Review.

This will be added to the Te Puke Bylaw and Speed Limit Review in the new year.

3. Future Directions.

3.1 Te Puke Emergency Response Plan

The draft Community Response Plan was presented to the public at a combined community meeting held in the Settlers Lounge on Thursday 20 September 2018. Council Staff are working to present the plan on the Council website and to put together a news release for local newspapers. Once again I thank all who have contributed to this important plan.

3.2 Kiwicamps

The Board endorses any Council decision to establish a Kiwicamp in the Te Puke area in time for the 2019 kiwifruit season.

Recommendation

THAT the Chairperson's Report to the Te Puke Community Board for October 2018 be received.

Peter Miller
Chairperson
Te Puke Community Board

Western Bay of Plenty District Council

Te Puke Community Board

Councillors Report – October 2018

1. Representation Review Final Proposal

Council adopted a final proposal for the representation review on 20th September which if accepted by the Local Government Commission will take effect for the 2019 and 2022 triennial elections. Council considered the 460 submissions on the initial proposal (which included some very strong messages) and I think our final proposal pretty much reflects what most people told us. So, what we ended up with is: -

- The number of councillors remained the same at 11 plus the Mayor.
 - A minor boundary adjustment which moves 517 properties from the Kaimai ward into the Katikati/Waihi Beach ward to better reflect their community of interest.
 - Retention of the Maketu, Te Puke and Waihi Beach community boards with their current boundaries. Retention of the Katikati community board with the addition of the 517 properties from the Kaimai ward.
 - Disestablishment of the Omokoroa community board.
 - Establish 3 community committees as below: -
 - Eastern committee encompassing all the properties not in the Maketu and Te Puke community board catchments in the Maketu/Te Puke ward.
 - Kaimai committee based on the revised Kaimai ward including the Omokoroa board area.
 - Matakana and Rangiwaia Islands committee.
 - The only members of each committee will be the 4 elected councillors from the respective wards to satisfy the overriding message from the submissions that the appointment of unelected members to committees is unacceptable.
- This proposal was publicly notified on 2nd October with an appeal period until 2nd November and LGC final determination by the end of April 2019.

2. Reserves and Facilities Bylaw 2018 Review

Council will adopt the final Reserves and Facilities Bylaw at our next council meeting on 1st November. This was a very controversial review because of the proposal to ban horse riding at Tuapiro Point (currently a permitted activity). Council received 597 submissions to the draft bylaw, 96% of these opposed the proposed Tuapiro Point horse riding ban.

It was a difficult decision as the ban had been at the request of local hapu Ngati Te Wai because they believe horses are impacting on significant cultural values at the site including damaging traditional kai moana shellfish beds. However, a good result has been achieved through a mediation process between Ngati Te Wai, horse riding representatives and council staff. The permitted area has been redefined to

avoid the significant kai moana beds, site signage and markers will be improved so there is no doubt for horse riders and information boards will be added to explain the significance Tuapiro Point holds for tangata whenua.

It was like witnessing the awakening of a sleeping giant with the mobilisation of the horse-riding community to put in so many submissions, from young kids to old age pensioners, many of whom spoke at the hearing with great passion. It would have been very difficult to decide against them. Fortunately, a compromise was reached that recognises Ngati Te Wai's position and there appears to be a newfound respect between all parties.

3. Kauri Point Landslip Repair

The roadway down to the Kauri Point jetty and boat ramp has been closed since April 2017 when a serious landslip occurred during cyclones Debbie and Cook. Council made the decision to spend up to \$1.528 million from the general rate reserve on an engineered repair solution consisting of a large rock buttress at the toe of the slope. This was a significant decision as we may see more weather-related landslips in the future and how council deals with them will be of interest to those affected. One of the main considerations in this case was maintaining access to council assets - the jetty and boat ramp.

4. Community Grants

At the 30th August Community Committee, the 2018 Community Matching Fund recipients were confirmed. Te Puke organisations were well represented in the disbursements, congratulations to all those groups who are doing great work in our community. However, groups or organisations who receive funding from WBOPDC can only receive one grant per year, which means there is an opportunity for other groups to apply for a community board grant if they didn't benefit from the Community Matching Fund. Application forms are available on council's website or from council offices.

5. Kiwi Camp Facility

After council applied to Ministry of Business Innovation and Employment (MBIE) for a grant towards freedom camping initiatives, it was selected as one of 3 councils in the country for a trial of a Kiwi Camp facility in a seaside location over the coming summer. The goal is to provide improved facilities to help councils manage freedom campers in communities where compliance issues arise. The grant includes: - \$200,000 to purchase a relocatable prefabricated Kiwi Camp Facility which includes toilets, bathroom, dishwashing and laundry facilities, showers, access to drinking water, waste and recycling areas, device charging and wireless internet. It operates on a user pays basis (although the toilets will be free) helping to minimise costs to the ratepayer.

- \$80,000 for security monitoring
- \$60,000 for smart compacting rubbish bins

While most councillors agreed to accept the offer, we had quite a bit of discussion about the best location for the trial site.

Eventually the Waihi Beach Community Centre carpark was selected as the best fit for the trial criteria this summer. Councillors agreed that once the trial was completed we would most likely move it to another busy freedom camping spot such as the Commerce Lane carpark in Te Puke during the kiwifruit harvest season as that is becoming problematic and determine the best long-term locations after that.

Unfortunately, freedom campers are not going to just go away and coming up with solutions to improve facilities, monitoring and compliance seems like a prudent approach.



6. Port of Tauranga

As part of our Rural committee meeting on 25th September we were privileged to visit the Port of Tauranga head office where CEO Mark Cairns spoke to a powerpoint presentation about the operation, logistics, successes and issues of the port. After this we had a bus tour along the Totara Street wharf and the Sulphur Point container terminal. It is good to know that our port is in good hands and operating efficiently.

7. Waste and Recycling Field Trip

I was fortunate to go on a field trip with 5 other councillors and 3 staff members on 31st August to visit three very interesting facilities: -

- a. Waste Management's Tirohia landfill and greenwaste processing operation near Paeroa which is one of two landfills that take all the rubbish from the Tauranga transfer stations (the other is at Hampton Downs). They also have their own 650kw power plant that runs on the methane gas produced in the landfill and generates income by feeding surplus power back into the local grid.



- b. 'Reclaim' in Penrose, which is the market leader in the commercial collection of recyclable cardboard, waste paper, glass bottles, plastic film and containers, aluminium and steel cans. They separate recyclable products at source, then sort and distribute them properly to provide reprocessing manufacturers with refined quality recyclable materials.



- c. 'O-I New Zealand' also in Penrose, is New Zealand's only glass bottle and jar manufacturer. They have been making glass packaging for NZ's wine, beer, juice and water brands since 1922. They operate 3 furnaces and 6 production

lines, managing multiple colour changes, 24 hours per day, 7 days a week, 365 days a year. Once made a glass container can be reused repeatedly and it is also infinitely 100 per cent recyclable. This factory is incredible (and very hot in places).



All the people who gave us tours of their facilities were genuinely passionate about their operations and inspired us to do more in our own backyard.

Grant Dally
Councillor
Te Puke Community Board

Council Community Matching Fund 2018/2019 Successful Applications

1. Executive Summary

The purpose of this information report is to identify groups who have successfully applied to Councils Community Matching Fund for the 2018/2019 year.

This is relevant because of Council policy CPM 04.09.00 which states that a group cannot receive a grant from Council and also from a Community Board in the same financial year.

2. Background

This is the fourth year that Council has made available the Community Matching Fund, which is an annual contestable fund of \$100,000. The criteria are such that applicant groups will "match" any cash grant from Council, with an equivalent amount, which can be made of volunteer hours, cash in hand and other similar matching.

The guiding principle of the fund is that of providing public benefit.

The Community Matching Fund was open to receive applications from the 12th of June to the 12th of July 2018 inclusive. A total of 45 applications were received.

Eight applications were suitable for consideration in the "Environmental" portion of the fund (\$40,000). The remaining 37 were directed for consideration to the "General" fund (\$60,000).

The delegated Community Matching Fund Working Party met on 14 August 2018 to consider all applications.

Working Party members are;

1. Councillor Mackay - Chair (Katikati/Waihi Beach)
2. Councillor Murray Bengé (Kaimai)
3. Councillor Scrimgeour (Maketu/Te Puke)
4. Community Relationship Advisor Ben Wilson (staff)
5. Community Relationship Advisor Glenn Ayo (staff).

3. Methodology

The delegated Community Matching Fund Working Party used a scoring guide to assess all applications received. This aligned applications against Councils Long Term Plan, grants policy (A72276), and other community orientated strategies.

Date 19 September 2018

Open Session

Subject Information Report to Te Puke Community Board Meeting TP16 October 2018

The scoring guide criteria are outlined, in brief, below:

- a) Building strong resilient communities (Degree of benefit)
- b) Developing the skills of individuals (Capacity building: training and education)
- c) Build the planning capacity of communities (Community plans)
- d) Demonstrate partnering with other groups/agencies
- e) Outcomes consistent with the Welcoming Communities strategy
- f) Outcomes consistent with the Safer Communities strategy
- g) Criteria as per Community section of the Long Term Plan (ethnic diversity; aging population; young people; disadvantaged groups)

The Working Party recommendations, were submitted to Councils Community Committee whom met on the 30th of August (2018) in Katikati at the Patuki Manawa community hub. The Committee provided delegated approval to the listed applicants as follows:

Environmental	
Aongatete Forest Project	\$4,000.00
Aongatete Outdoor Education Centre	\$8,000.00
Friends of Puketoki Reserve Whakamarama	\$2,000.00
Kotukutuku Gully Maketu	\$6,000.00
Rotehu Ecological Trust	\$10,000.00
Te Whakakaha Conservation Trust	\$10,000.00
General	
Kaimai	
BOP Garden and Art Fest Trust	\$2,000.00
Loved 4 Life (Omokoroa Community Chapter 15)	\$1,800.00
The Oropi Settlers Incorporated	\$ 4,200.00
Katikati/Waihi Beach	
Citizens Advice Bureau	\$ 500.00
Katikati Community Centre	\$1,000.00
Katikati Long Journey Band Group	\$5,000.00
Katikati Mpowa Youth	\$4,100.00
Katikati Sport and Recreation Centre	\$1,000.00
Katikati Welcoming Communities	\$5,000.00
Pakeke Lions Club	\$4,000.00
St Peter's Anglican Church	\$2,000.00
Maketu/Te Puke	
Maketu Community Led Development and Projects	\$5,000.00
Maketu Rotary	\$4,000.00
Te Ara Kahikatea Incorporated	\$2,000.00
Te Puke Centre Steering Committee	\$5,000.00
Te Puke Community Events	\$3,150.00
Te Puke Community Garden	\$1,000.00
Te Puke Community Menz Shed	\$1,750.00
Te Puke Toy Library	\$1,000.00
The Search Party Charitable Trust	\$3,500.00
Vector Group Charitable Trust	\$3,000.00

Date 19 September 2018

Open Session

Subject Information Report to Te Puke Community Board Meeting TP16 October 2018



Glenn Ayo
**Community Relationship
Advisor**

Western Bay of Plenty District Council
Te Puke Community Board
Community Board Grant Application
- October 2018

Purpose and Summary

The Te Puke Community Board is required to make a decision regarding applications for Community Board Funding. One re-presented application has been received. The application and supporting information for a Community Board Grant has been forwarded to members separate to this agenda.

Funding Implications for Te Puke Community Board

Grants will be funded from the Te Puke Community Board Grants Account.

Delegated Authority of Te Puke Community Board

The Community Board has delegated authority.

Recommendation

- | |
|---|
| <ol style="list-style-type: none"> 1. <i>THAT the report from the Democracy Advisor dated 1 October 2018 titled Community Grant Application October 2018 be received.</i>
 2. <i>THAT the Te Puke Community Board approve /not approve the following grant to be funded from the Te Puke Community Board Grants 2018/2019 Account subject to all accountabilities being met.</i> |
|---|

..... \$.....

Aileen Alty
Democracy Advisor

1. Background

The Te Puke Community Board has funding of \$11,000 for disbursement to community organisations for the 2018/19 financial year. To-date a total of \$1,500.00 has been allocated from the grants fund leaving a balance of \$9,500.00

ONE application has been received for the Board's consideration at their meeting to be held on 18 October 2018.

Karyl-Gunn Thomas has requested funding assistance of \$2,148.98 for costs associated with her 'My Story' book. This is a re-presentation of the application that the Board considered and declined at their last meeting held on 6 September 2018 (TP15). Mrs Gunn-Thomas asked that the application be re-submitted for further consideration.

2. Statutory Compliance

Under the Local Government Act 2002 – Schedule 7 – Delegated Authority to Boards – the Te Puke Community Board has delegated authority.

Funding/Budget Implications

Budget Funding Information	Relevant Detail						
Community Board Grant Funds	The Community Board will consider applications for the distribution of the balance of funding before the end of the current financial year.						
Te Puke Community Board Grant Fund	<table> <tr> <td>Annual Budget</td> <td>\$11,000.00</td> </tr> <tr> <td>Total allocated</td> <td>1,500.00</td> </tr> <tr> <td>Total Funding Available</td> <td>\$9,500.00</td> </tr> </table>	Annual Budget	\$11,000.00	Total allocated	1,500.00	Total Funding Available	\$9,500.00
Annual Budget	\$11,000.00						
Total allocated	1,500.00						
Total Funding Available	\$9,500.00						

3. Consultation and Communication

Interested/ Affected Parties	Completed/Planned Consultation/Communication	Notes
Karyl Gunn-Thomas	The applicants will be advised of the outcome of the grant application.	

Memorandum

To:	Community Board Chairs and Members
Copy:	Elected Members, Management Team, Aileen Alty
From:	Stuart Harvey and Emily Watton
Date:	25/09/2018
Subject	Update to Community Boards on upcoming Speed Limits Bylaw and Traffic and Parking Enforcement Bylaw reviews

Council has previously undertaken regular reviews of the schedules to both the Speed Limits Bylaw 2012 and Traffic and Parking Enforcement Bylaw 2008, which outline the specific speed, parking and traffic restrictions at locations across the District. As part of these processes, Council has ordinarily received feedback from Community Boards to inform the proposed amendments to these bylaws. The purpose of this memorandum is to provide an update on these review processes and the next steps.

Speed Limits Bylaw 2012 review

The Land Transport (Speed Limits Validation) Act in 2015 set expectations that in amending speed limits, Council must use the bylaw review process prescribed by the Local Government Act 2002. This means the review process used will be more consistent with the way that Council reviews its other bylaws.

Council has given direction that it intends to start a district-wide bylaw review process in early 2019. A scoping workshop with the Policy Committee will be held on 18 October to seek direction on the timeframes, process and agreed community engagement approach. An update on these matters will be provided to the next round of Community Board meetings in late November, as well as the opportunity for each Community Board to make recommendations for any speed limits changes it considers appropriate for its area. These recommendations will be considered for inclusion in the district wide review process early next year.

Traffic and Parking Bylaw 2008 review

This bylaw is due for substantive review in 2018, as it has reached the 10 year review period required by the Local Government Act 2002. It will lapse if not reviewed by 2020. Like the Speed Limits Bylaw review, a Policy Committee workshop will be held on 18 October, with an update on the review process and opportunity for Community Board recommendations at the November meetings round. It is intended that consultation on this bylaw review (at a district-wide level) will be undertaken in early 2019.

Kind regards

Stuart Harvey
Roading Engineer (East/West)



Emily Watton
Policy and Planning Manager

Western Bay of Plenty District Council**Te Puke Community Board****Infrastructure Services Report Te Puke October 2018**

Purpose and Summary

This report provides specific information on engineering activities of interest to the Board.

The current Board Minute Action Sheets are attached to this report. The resolution to receive this report includes receipt of the Minute Action Sheets. **Attachment A**

Recommendation

THAT the Deputy Chief Executive Officer's Report dated 3 October 2018 and titled Infrastructure Services Report Te Puke October 2018 be received.

Approved



Gary Allis
Deputy Chief Executive

1. Utilities

1.1 Muttons Water Treatment Plan

Improvements to treatment plant including pressure sustaining valve to raw water supply pipeline completed early September.

1.2 Dudley Vercoe Drive, Te Puke

A new pump station was installed to boost water supply to the upper urban area of Te Puke including new developing areas of Boucher Avenue and No 2 Road. Construction completed early September.

1.3 Home Worm Composting Workshops

Dates for the next workshops will be available on the website from 1 October once venues and dates have been secured at:

<http://www.westernbay.govt.nz/our-services/rubbish-recycling-waste/Pages/Worm-Composting.aspx>

All bookings are now made through www.eventfinda.co.nz

1.4 Te Puke Recycling Centre Extended Opening Hour Trial

Te Puke Recycling Centre extended its opening hours in September for a three-month trial. Initial survey results has shown an overwhelming support for earlier opening and later closing times on a Tuesday and Thursday.

The centre will open from 8am to 5pm on Tuesdays and Thursdays with Saturday hours remaining the same from 8am until 4pm. Western Bay of Plenty District Council has been granted resource consent to extend the hours in response to community demand.

The extended hours on Tuesdays and Thursdays will enable people to drop off their recyclables on their way to or from work. The three-month trial started on Tuesday, 4 September 2018 and ends on 29 November 2018.

1.5 Te Puke Wastewater Treatment Plant Resource Consent Renewal

The application to renew the Discharge Consent for the Te Puke Wastewater Treatment Plant has been lodged with the Bay of Plenty Regional Council. The application seeks a 35-year term. Timeframes for notification of the Consent application and hearings have not yet been set by Regional Council. Due to large workloads at Regional Council, there may be some delays in the processing of the Consent application. However, because the Consent was lodged 6 months prior to its expiry, Council can continue to operate the treatment plant under the current Consent, until the Consent application process is complete.

The draft Consent conditions submitted with the Consent requires Council to look at alternative options for the long term discharge of the treated wastewater from the Te Puke Wastewater Treatment Plant. A working group has been formed, which includes Tangata Whenua, Councillors and Community Board representatives.

The group has been working to narrow down suitable sites for different disposal options including wetlands, pasture, forestry and reserve land. They have reduced the lists based on a set of criteria down to a short list for each option. These will now be used for a high level engineering feasibility assessment. The engineering feasibility is expected to be completed by December.

1.6 Te Puke Water Main Improvements

Installation of new water mains in Moehau Street and Edgehill Place is due to commence late September with completion mid November 2018.

1.7 Christmas & New Year Rubbish Collection

Christmas and New Year fall on a Tuesday this year. There will be no rubbish or recycling collected from the kerbside on Tuesday, 25 December 2018 or Tuesday, 1 January 2019.

Waste Management has advised that the collection for the affected areas will be on the Saturdays prior to Christmas Day and New Year's Day. Collection will be on Saturday, 22 December (for Christmas Day) and Saturday 29 December (for New Year's Day). The areas affected are: Upper Papamoa, Maketu, Paengaroa, and rural Welcome Bay. All other areas in the District's rubbish will be collected on the usual collection day.

1.8 Christmas & New Year Opening Day - Changes Omokoroa Greenwaste Drop-off

The Omokoroa green waste drop-off will be closed on Christmas Day and Boxing Day this year (Tuesday, 25 Wednesday, 26 December 2018) but will be open on Thursday, 27 December 2018 from 2 pm to 4 pm. The centre will also be closed on the public holiday on Tuesday, 1 January and Wednesday, 2 January 2019 but will reopen on Thursday, 3 January 2019. Saturdays remain unchanged with normal operating hours.

2. Reserves

Nothing to report this month.

3. Strategic Property

3.1 Te Puke War Memorial Hall

The work on the earthquake strengthening of the Hall is complete. However, the final account for this work still remains in dispute and being worked through.

4. Development Engineering and Projects

4.1 Te Puke Highways – Pah Road Slip Reinstatement

Opus have completed documentation for the procurement of the physical works construction contractors. However this can not proceed until the resource consent is approved by BOPRC.

5. Emergency Management

5.1 Community Champions initiative

Emergency Management Bay of Plenty has commenced a 'community champions' initiative across the Western Bay of Plenty to increase the involvement of community individuals within emergency management. The initiative is seeking individuals who are prepared to take the lead and help pull volunteers together so that community response teams are ready to help others in times of need. Community champions are also essential for ensuring that community response plans are owned and developed by the community.

5.2 Emergency Response Seminar

Emergency Management Bay of Plenty hosted the Bay of Plenty Civil Defence Emergency Management Response Seminar in Tauranga on 5 September 2018. This free seminar was aimed at officials in the Emergency Management sector in the BOP region and included elected officials of Civil Defence Emergency Management Group Joint Committee, Coordinating Executive Group, Councils, Emergency Services, Emergency Management Professionals and partner agencies. The seminar's theme was about understanding the roles of Support Agencies in Emergency Management. Great presentations were received from the New Zealand Defence Force, Department of Corrections, St John Ambulance, New Zealand Red Cross and Bay of Plenty Regional Council Flood Management. There was great attendance from across the Bay of Plenty emergency management sector, along with colleagues from Waikato Civil Defence and Emergency Management and Emergency Management Auckland. This seminar was a key catalyst to enhancing relationships and raising collective awareness of support agency response capabilities.

5.3 Te Puna, Ōmokoroa, Matakana Island, Tanners Point, Kauri Point, Bowentown, Katikati, Wright Road, Pukehina Beach and Paengaroa Communities

Emergency Management Bay of Plenty has been engaging with these Community Response Team over August - September to continue progressing the review of the their Response Plans.

5.4 Te Puke Community Update

Emergency Management Bay of Plenty have been supporting the Te Puke Community Response Team to finalise their Community Response Plan; it is now in final formatting prior to approval for community distribution. It has been finalised and the Community response team is presenting the plan on 20th September at a public meeting.

5.5 Maketū Community Update

Emergency Management Bay of Plenty have been in contact with the Maketū community to start the process of reviewing their community plan and Marae preparedness plan.

5.6 Training

Psychological First Aid. In August 2018, two WBOPDC staff received psychological first aid training. Psychological first aid is the mental and emotional equivalent of medical first aid.

It can be provided by both members of the public and professional helpers. Psychological first aid builds organisational and community resilience, and people's capacity to respond well to traumatic events.

CDEM Inductions. In the period between August and September 2018, nine WBOPDC staff received CDEM Induction training. Two of those staff are the Emergency Operations Centre's new Iwi Liaison representatives, Chris Nepia and Petera Tapsell.

ITF Intermediate training took place in Tauranga on 21-22 August 2018. Four staff from the Western Zone EOC participated. The next ITF Intermediate course is scheduled for 23-24 October 2018 in Tauranga.

Exercise Ranginui – 19 November 2018. This will be a Tier 1 exercise facilitated by EMBOP, centred on the scenario of severe weather, flooding and landslides. The exercise will take place in the Western Zone Emergency Operations Centre (EOC) Chambers, and will involve all EOC staff. The aims of the exercise are for EOC staff to use EMBOP's recent developed Checklist Compendium to become familiar, practiced and confident with their roles, and with the key EOC processes involved in the development of their function team's outputs.

6. Rooding**6.1 Community Rooding Account**

Current Account:	Cost \$:	Status:
Current Account Opening Balane 1 July 2018	\$137,778	
Allocation for 2017/18	\$283,564	
Subtotal	\$421,342	
Committed Projects 2018/19		
Palmer Place Parking Area	\$6,300	Works have commenced
Subtotal	\$6,300	
Proposed Projectes 2018/19		
Station Road Footpath	\$88,000	WestLink request postponement until 2019/20 due to road rehabilitaiton
Beatty Avenue Footpath (School to Brown Terrace - 1.5m width)	\$28,000	
Washer Avenue Footpath (2.5m width)	\$60,000	
MacLoughlin Drive K & C	\$205,000	
Te Puke Quarry Road – Jellicoe Street to East Pack	\$52,000	
No.1 Road – TePuke Highway to Trevelyan Pack House	\$ TBC	Council to carry out scoping study for cycleway route
Jellicoe Street – Industrial Service Lane	\$ TBC	Business object to one-way option – Design to be reviewed by Road Engineer and Community Board
SubTotal	\$433,000	
Loan Information		
2002 Main Street Upgrade – Repaid end of 2018	\$0	
2011 Heritageway Walkway – Repaid end of 2017	\$0	

Community Board Report

TE PUKE COMMUNITY BOARD 3/05/2018

Remit Title **Roading - Te Puke Foot Path Priorities**

Remit Number TP1218 6.2

Owner RE1

Status COMPLETE

Complete Date 1 October 2018

Confidential

Resolution The Board asked when the following identified approved footpath projects included in the Council minor works programme would be started/completed:

Station Road
From Jocelyn Street to Recycling Centre (South Side)

Beatty Avenue
From Tui Street to Brown terrace (West Side) stopping at the cricket field

Jocelyn Street
From the Anglican Church to Boucher Avenue (West Side) past the rose garden to join Boucher Avenue path.

Actions **1 Oct 2018: Issues to be resolved under MAS 1518 2.4**

14 August 2018:

a) Station Road

WestLink have requested this be put back to 2020 financial year in line with the road rehabilitation.

b) Beatty Avenue

Revised footpath request has been put through to WestLink for offer of service.

c) Jocelyn Street

Te Puke Community Board have now requested this be removed from the list.

26 June 2018: Seaview Road and Boucher Avenue have been put through to WestLink as an offer of service.

It has been decided to remove Jocelyn Street from the proposed options.

10 May 2018: Roothing Engineer has arranged to meet Board members on site to discuss requirements.

TE PUKE COMMUNITY BOARD 14/06/2018

Remit Title	Transitional Speed Signage
Remit Number	TP1318 2.7
Owner	RE1
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	Member Dugmore advised the Board that she had given thought to the design and structure proposed to be placed next to the transitional signage (70 kilometres per hour) at the approaches to Te Puke. She would continue to develop a design concept and report back to the next Community Board Workshop. Before any decisions relating to the signage were finalised, the Roding Engineer would be fully informed of the proposal to ensure final approval for the signage and roading requirements were met.
Actions	<p>1 Oct 2018: Sign to be sent for cost estimate. Locations to be agreed with the Board.</p> <p>14 August 2018: Awaiting design and structure proposal from Member Dugmore.</p> <p>26 June 2018: No information has been received from Member Dugmore to date.</p>

TE PUKE COMMUNITY BOARD 14/06/2018

Remit Title	Speed Limits in the Te Puke Area
Remit Number	TP1318 3.6
Owner	RE1
Status	COMPLETE
Complete Date	1 October 2018
Confidential	
Resolution	<p>Board members were aware that a number of people from the Te Puke district had asked for speed limit reductions in their immediate area.</p> <p>At their next workshop, the Board would compile a list of the roads where lowering the speed limit had been specifically requested and ensure this was forwarded to the Roading Engineer (East/West) for inclusion in the annual adoption of speed limits to be confirmed by Council later in the year.</p>
Actions	<p>1 Oct 2018: Commenced.</p> <p>14 August 2018: To be dealt with at the annual Traffic and Parking Bylaw Review to be held later this year.</p> <p>26 June 2018: The speed limit review is currently underway by WestLink.</p> <p>Recommendations from the Board have been added to the list for consideration.</p>

TE PUKE COMMUNITY BOARD 14/06/2018

Remit Title **Tactile Paving to Assist Persons with Limited Sight**

Remit Number TP1318 5.2

Owner RE1

Status COMPLETE

Complete Date 1 October 2018

Confidential

Resolution The Chairperson advised that he would meet with the Te Puke representative from the Blind Foundation who had made the initial inquiry about the installation of tactile paving to ascertain exactly what was required. The Roading Engineer (East/West) advised that there were 47 people in Te Puke that were registered with the Blind Foundation so broader requirements for those needing assistance relating to safe footpath/road access may have to be considered.

Actions **1 Oct 2018: Tactile paving could be considered as part of the Community Board Roading Programme of works.**

14 August 2018: No update on meeting between the Board Chair and the Blind foundation received as yet.

26 June 2018: Awaiting the outcome of the meeting with Board Chair, Peter Miller and the Blind Foundation.

TE PUKE COMMUNITY BOARD 26/07/2018

Remit Title **Palmer Place Parking**

Remit Number TP1418 4.3

Owner RE1

Status COMPLETE

Complete Date 1 October 2018

Confidential

Resolution It had been suggested that the tree and bark garden in Palmer Place be removed and the space they currently occupy be reinstated as a parking space.

The Roding Engineer (East/West) provided an initial cost estimate of \$10,000 to \$12,000 for the work noting that it would not be carried out for at least six to nine months, due to the work load and time requirements for other priority programmed works.

The Board felt that the quote was exorbitant and requested that an alternative quote for the required work be sought.

Once the information on the costs were available, they would be provided to the Board, who may choose to put forward a resolution to proceed with the work which would be funded from the Te Puke Community Roding Budget.

Actions

1 Oct 2018: A new price of \$6,300 submitted by WestLink. The Board have accepted this price. Works have commenced.

14 August 2018: Roding Engineer to request price quotes from alternative contractors.

TE PUKE COMMUNITY BOARD 26/07/2018

Remit Title **Annual Speed Limit Review**

Remit Number TP1418 4.4

Owner RE1

Status COMPLETE

Complete Date 1 October 2018

Confidential

Resolution The Board requested that the following speed limit changes be forwarded to the Roding Engineer (East/West) for inclusion in the Annual Speed Limit Review that was to be presented to Council for confirmation later in the year:

- No 1 Road: 50kms one kilometre up the road from the Te Puke Highway intersection
- No 2 Road: 50kms to extend a further 100m up the road
- No 3 Road: 50kms from McLoughlin Drive to Te Puke Highway
- Washer Road: 50km
- Te Puke Highway: Extend 50km speed limit to the Waiari Bridge.

Actions **1 Oct 2018: These will be included in the Speed By Law Review starting later this year.**

14 August 2018: Will be addressed at the annual Traffic and Parking Bylaw Review to be held later this year.

TE PUKE COMMUNITY BOARD 26/07/2018

Remit Title	MacLoughlin Drive
Remit Number	TP1418 4.8
Owner	RE1
Status	COMPLETE
Complete Date	1 October 2018
Confidential	
Resolution	<p>As a result of on-going development in the immediate vicinity, MacLoughlin Drive was becoming a main thoroughfare road that needed widening and kerb and channel work installed on the southern side of the roadway.</p> <p>The Roding Engineer (East/West) advised that he would seek costing for the required work and report back to the Board.</p>
Actions	<p>1 October 2018: The prices estimate will be included in the Community Board Roding Programme.</p> <p>14 August 2018: Roding Engineer has sent Notice to WestLink requesting quote for design and construction.</p>

TE PUKE COMMUNITY BOARD 26/07/2018

Remit Title	Jellicoe Street Industrial Service Lane
Remit Number	TP1418 7.1
Owner	RE1
Status	COMPLETE
Complete Date	1 October 2018
Confidential	
Resolution	The Roding Engineer (East/West) advised that he would undertake the design and survey work for the Jellicoe Street Industrial Service Lane. This may reduce costs but the work would still take some months, and even longer if the required work was to be put out for tender.
Actions	1 Oct 2018: The price estimate will be included in the Roding Programme. 14 August 2018: Design still in progress. Further discussions to be held with local businesses.

TE PUKE COMMUNITY BOARD 6/09/2018

Remit Title **Annual Parking and Bylaw Review**

Remit Number TP1518 2.2

Owner RE1

Status COMPLETE

Complete Date 1 October 2018

Confidential

Resolution The Board would again include a request for consideration of a bylaw to be enacted to prohibit the parking of heavy vehicles in urban Te Puke in the forthcoming Annual Parking and Bylaw Review to be presented at the next Board meeting. This problem was still a concern in Te Puke and was a serious safety issue particularly around Dunlop Road and Raymond Avenue.

Actions **1 Oct 2018: An information report will be provided to the Board regarding the Traffic and Parking Bylaw.**

TE PUKE COMMUNITY BOARD 6/09/2018

Remit Title	Township Footpath Deficit List
Remit Number	TP1518 2.4
Owner	RE1
Status	COMPLETE
Complete Date	1 October 2018
Confidential	
Resolution	<p>THAT the Te Puke Community Board approve the following footpath priorities to be included in the Council minor works programme funded from the Community Roading Budget for completion in the near future as:</p> <ol style="list-style-type: none"> 1. Station Road From Jellicoe Street intersection west to recycling centre (South side) 2. Beatty Avenue From Tui Street to Brown Terrace (West Side) stopping at the cricket oval. 3. Washer Road From Station Road to the southern carpark of Eastpack (subject to discussion with Eastpack) 4. Te Puke Quarry Road from Te Puke Highway to Eastpack Pack House 5. No.1 Road From Te Puke Highway to the Trevelyan's Pack House 6. Collins Lane from Te Puke Highway to Eastpack Pack House 7. Te Puke Veterinary Clinic to King Street <p>And that feasibility and construction estimates for the above works be reported back to the Board.</p>
Actions	1 Oct 2018: Prices will be provided in the Community Board Roading Account when available.

TE PUKE COMMUNITY BOARD 6/09/2018

Remit Title **Tactile Paving**
 Remit Number TP1518 2.6
 Owner DEM
 Status UNDER ACTION
 Complete Date
 Confidential
 Resolution

The Chairperson advised that he had recently met with the Rehabilitation Instructor from the Blind Institute who had demonstrated the difficulties that blind people had moving about their respective communities. The Chairperson had been shown the tactile paving that had been installed in the recent upgrade of Jellicoe Street at each of the three pedestrian crossings and it was disappointing to see that in the repaving of some areas of Jellicoe Street the directional tactile paving that had been uplifted had not been re-laid when the new pavers went down.

The Board was advised that the Development Engineering Manager has suggested that the directional tactile paving that should be in place on the three pedestrian crossings on Jellicoe Street be installed as part of the main street renovation safety audit to be undertaken in the first quarter of the new year.

The Board requested that the installation of tactile paving on one pathway into the central business district from the Boucher Ave crossing by the Fire Station, down Jocelyn Street to Jellicoe Street be investigated.

It was requested that the Roding Engineer (East/West) work with the (Blind Foundation) Rehabilitation Instructor to ascertain what was needed for this pathway and to provide a costing for the required work. The Board would consider options for funding the required work when costings were made available.

Actions

1 Oct 2018: The Development Engineering Manager is currently seeking prices from suppliers of the directional tactile pavers to install the at the pedestrian crossings in Jellicoe Street.

TE PUKE COMMUNITY BOARD 6/09/2018

Remit Title **Covers Over Mobility Car Parks**

Remit Number TP1518 2.7

Owner RE1

Status UNDER ACTION

Complete Date

Confidential

Resolution The Chairperson advised that he had been approach with a request to have covers over mobility car parks in Te Puke installed.

The Board would seek a design and costing from the Roothing Engineer (East/West) and further consider the placement of covers for the mobility car parks at their next workshop.

Actions **1 Oct 2018: A specialist review may be required for such a requirement. A detailed brief is required from the Board on:**

- **Size**
- **Height**
- **Ownership**
- **Repairs**
- **Material selection**

The Roothing Engineer to discuss with the Board.

TE PUKE COMMUNITY BOARD 6/09/2018

Remit Title	MacLoughlin Drive - Minute Action Reference TP14 18 4.8
Remit Number	TP1518 5.2
Owner	RE1
Status	COMPLETE
Complete Date	1 October 2018
Confidential	
Resolution	<p>The Board was pleased to note that a quote for design and construction from Westlink had been requested for the widening of MacLoughlin Drive and the installation of kerb and channel on the southern side of the roadway.</p> <p>It was reiterated that this road was now a very busy thoroughfare and it was important that traffic speed limits for the roadway were considered in the forthcoming annual speed limit review.</p>
Actions	1 Oct 2018: This has been addressed in MAS 1418 4.8.

TE PUKE COMMUNITY BOARD 6/09/2018

Remit Title	Commerce Lane Toilet CCTV Camera Upgrade (In Confidence)
Remit Number	TP1518 9
Owner	RFM
Status	UNDER ACTION
Complete Date	
Confidential	CONFIDENTIAL
Resolution	<p>1. THAT the Reserves and Facilities Officer East's report dated 17 August 2018 and titled Commerce Lane Toilet CCTV Camera Upgrade be received.</p> <p>2. THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.</p> <p>3. THAT the Board approves the upgrade and two new CCTV cameras for the Commerce Lane carpark area as follows;</p> <p>a) New Hikvision 2MP DarkFighter PTZ (\$5,457.76 plus GST)</p> <p>b) Additional New 5MP Turret Camera (\$420.00 plus GST)</p> <p>c) Additional New Hikvision 2MP DarkFighter PTZ (\$5,995.59 plus GST)</p> <p>4. THAT if approved, the upgrade and new cameras be funded from the Te Puke Community Board Reserves Account.</p> <p>5. THAT the recommendation be transferred into the Open Section of the Te Puke Community Board meeting held on 6 September 2018 forthwith.</p>
Actions	26 Sept 2018: Staff are arranging for the upgraded cameras to be installed.

Western Bay of Plenty District Council
Te Puke Community Board
Financial Report Te Puke – August 2018

Purpose and Summary

This report provides the Community Board with a six-weekly monitoring of its operational budget.

Attached are the financial statements for the period up to 31 August 2018 (**Attachment A**).

Total operating costs are under budget and include conference expenses, contingency, grants, mileage allowance, security, street decoration and inter-department charges.

Salaries are over budget year to date.

Grant payments made to date:

	\$
Te Puke Gymsport	1,000
Total grants paid to date	\$1,000

Committed – Operational expenditure

	\$
Te Puke Events and Promotions grant	500
Total outstanding operational commitments	\$500

2018/19 reserve analysis:

2018/19 Opening balance	\$118,612
Storyboard installation at eastern entrance to Te Puke [TP7.6.2]	\$(1,623)
Refurbishment and installation of three park benches at the Memorial Courtyard [TP13.2.4]	\$(1,140)
2018/19 Closing balance	\$115,849

Date
Subject

20 September 2018
Financial Report Te Puke – August 2018

Open Session


Committed – Reserves expenditure

Jubilee Park Skate Park [TP20.1.1 & TP6.6.4] \$25,901 funded in 2017-18	Up to \$(19,099)
Storyboard installation at eastern entrance to Te Puke [TP7.6.2] \$834 funded in 2017-18	\$(544)
Beatty Avenue litter bins [TP15.2.9]	\$(2,000)
2018/19 Closing balance after committed expenditure	\$94,206

The decision by the Te Puke Board to retain a minimum reserve balance of \$50,000 [TP1.11] now no longer applies [TP8.5.1].

Recommendation

THAT the Management Accountant's report dated 20 September 2018 and titled "Financial Report Te Puke – August 2018" be received.


Christie Tromans
Management Accountant

Approved


Ian Butler
Finance Manager

Minute Action Sheet	Position Code
For Action	MA1
For Info	FM

**Western Bay of Plenty District Council
Income and Expenditure Statement
For the period ended 31 August 2018**

Te Puke Community Board

	Year to Date				Full Year	Last Year
	Actual \$	Budget \$	Variance (Unfav)/Fav \$		Budget \$	Actual \$
Direct Costs						
Conference Expenses	0	0	0	<input checked="" type="checkbox"/>	2,000	0
Contingency - [see breakdown below]	1,623	1,623	0	<input checked="" type="checkbox"/>	5,000	1,819
Grants	1,000	1,000	0	<input checked="" type="checkbox"/>	11,000	10,973
Mileage Allowance	0	0	0	<input checked="" type="checkbox"/>	1,000	578
Salaries	4,167	3,982	(185)	<input checked="" type="checkbox"/>	26,198	26,734
Security	22	22	0	<input checked="" type="checkbox"/>	7,560	1,459
Street Decoration	0	0	0	<input checked="" type="checkbox"/>	10,000	6,800
Inter Department Charges	0	7,864	7,864	<input checked="" type="checkbox"/>	47,181	47,184
Total Operating Costs	6,811	14,491	7,680	<input checked="" type="checkbox"/>	109,939	95,547
Interest Expense	0	0	0	<input checked="" type="checkbox"/>	0	(7,452)
Total Direct Costs	6,811	14,491	7,680	<input checked="" type="checkbox"/>	109,939	88,096
Costs Allocated	0	0	0	<input checked="" type="checkbox"/>	0	0
Total Costs	6,811	14,491	7,680	<input checked="" type="checkbox"/>	109,939	88,096
Income						
Rate Income	18,534	18,324	210	<input checked="" type="checkbox"/>	109,939	108,416
Total Direct Income	18,534	18,324	210	<input checked="" type="checkbox"/>	109,939	108,416
Net Cost of Service	11,722	3,833	7,889	<input checked="" type="checkbox"/>	0	20,320
Contingency - breakdown						
Storyboards	1,623					
Year to date contingency costs	1,623					
Community Board Reserves						
Opening Balance - Surplus (Deficit)	118,612					
Storyboard installation at eastern entrance to Te Puke [TP7.6.2]	(1,623)					
Refurbishment and installation of three park benches at the Memorial Courtyard [TP13.2.4]	(1,140)					
(Decrease) Increase in year	(2,763)					
Closing Balance - Surplus (Deficit)	115,849					

Western Bay of Plenty District Council
Te Puke Community Board
Draft 2019/2020 Annual Operating Budget
– October 2018

Purpose and Summary

The Community Board is required to review its Annual Plan and make a recommendation on what the Board considers its operational budget should be for the upcoming 10 financial year.

The Board is aware that the Annual Plan will be subject to Council review and consultation. The Board should give consideration to their work programmes going forward and commitment of any Reserve funding for future projects.

Recommendation

- 1. THAT the report from the Democracy Advisor dated 19 September 2018 and titled Draft 2019/2020 Annual Operating Budget be received.**
- 2. THAT it be recommended to the Long Term and Annual Plan Committee that the Te Puke Community Board Draft 2019/2020 Annual Operating Budget be:**

Operating Costs	2020	
Conference/Training	2,000	
Contingency	5,000	
Grants	11,000	
Mileage Allowance	1,000	
Security	7,560	
Street Decoration	10,000	
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Department Charges	<i>Determined by Overhead Cost Allocation</i>	
TOTAL OPERATING COST		

- 3. THAT this report relates to issues which are not considered significant in terms of Council's Policy on Significance.**

Aileen Alty
 Democracy Advisor

1. Background

Under the role and purpose of Community Boards, subject to compliance with Council strategies, policies, plans and legislation, the Community Board has the delegated function to:

- Control, expend and monitor funds as allocated by Council.

The salary component of all Community Boards has been determined by the Remuneration Authority and the Board has no control over this figure. Under the new process used by the Remuneration Authority the increment will be assessed annually.

The Te Puke Community Board set their 2018/19 Budget in October 2017 (Reference TP816) as outlined below. The actual totals for 2018 are shown below along with the 2018/19 Budget.

	2017/18 Actual	2018/19 Budget
Te Puke		
Conference Expenses	-	2,000
Contingency	1,819	5,000
Grants	10,973	11,000
Mileage allowance	578	1,000
Security	1,459	7,560
Street Decoration	6,800	10,000
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Departmental Charges	<i>Determined by Overhead Costs Allocated</i>	

2. Statutory Compliance

The Local Government Act 2002 required that Community Board prepare an annual submission to Council for expenditure within their community.

Funding/Budget Implications

Budget Funding Information	Relevant Detail
Council	The Te Puke Community Board does not have the delegated authority to make funding allocations outside of the adopted budget. The Community Board may make recommendations to Council.

3. Consultation and Communication

Interested/Affected Parties	Completed/Planned Consultation/Communication	Notes
General Public	The public may comment on Board's budget during the Annual Plan/Long Term Plan consultation process.	

**Western Bay of Plenty District Council
Formal Meeting Schedule 2018**

OCTOBER 2018			
Meeting	Date	Time	Venue
Waihi Beach Community Board	8 October	6.30pm	Waihi Beach Community Centre
Omokoroa Community Board	9 October	7.00pm	Omokoroa Community Church
Katikati Community Board	10 October	7.00pm	Katikati Library and Service Centre- Meeting Room
Community Committee	11 October	9.30am / 10.00am	Paengaroa Community Centre
Maketu Community Board	16 October	7.00pm	Maketu Community Centre
Policy Committee	18 October	9.30am	Chambers
Te Puke Community Board	18 October	7.00pm	Te Puke Library and Service Centre – Board Room
Labour Day - 22 October			
Operations and Monitoring Committee	23 October	9.30am	Chambers
Regulatory Hearings Committee (if required)	30 October	9.30am	Chambers
Regulatory Hearings Committee (if required)	31 October	9.30am	Chambers
NOVEMBER 2018			
Meeting	Date	Time	Venue
Council	1 November	9.30am	Chambers
Joint Road Safety Committee	6 November	10.00am	Chamber
Waihi Beach Community Board	19 November	6.30pm	Waihi Beach Community Centre
Omokoroa Community Board	20 November	7.00pm	Omokoroa Community Church
Katikati Community Board	21 November	7.00pm	Katikati Library and Service Centre – Meeting Room
Community Committee	22 November	9.30am / 10.00am	Chamber
Rural Committee	27 November	9.30am	Chamber
Maketu Community Board	27 November	7.00pm	Maketu Community Centre
Policy Committee	29 November	9.30am	Chambers
Te Puke Community Board	29 November	7.00pm	Te Puke Library and Service Centre – Board Room

DECEMBER 2018			
Meeting	Date	Time	Venue
Operations and Monitoring Committee	6 December	9.30am	Chambers
Council	13 December	9.30am	Chambers